JOB POSTING
Information Technology/ Software Development Services
Systems Analyst- IT SharePoint/ MS Power Platform Administrator
Systems Analyst IV
$68,000.04- $77,000.04 annually
$5,666.67- $6,416.67 monthly

Posting No: 0512-22   **Opening Date: 05/26/22**

Closing Date at 5 PM: UNTIL FILLED

Group: B22
Position: 301

Job Description

The Senior Systems Analyst (Analyst) is selected by and responsible to a Manager of Software Development Services and performs highly complex computer systems analysis work. The Analyst works closely with Information Technology (IT) staff and Office 365 (O365) SharePoint and MS PowerApps users to analyze user requirements, provide project estimates, and perform detailed design, coding and testing of approved solutions. The Analyst works under limited direction with considerable latitude for the use of initiative and independent judgment. The Analyst performs related duties as assigned, including participating in extensive opportunities to acquire additional skills in support of IT needs. Occasional weekend and evening or on-call work may be required. Minimal travel may be required.

Essential Duties

- Designs, modifies and implements new and revised methods to effectively meeting agency needs.
- Analyzes system requirements, provides design, implementation and maintenance of O365 SharePoint sites and Microsoft Power Platform suite (MS PowerApps, Power Automate) applications.
- Able to develop, maintain, and deliver services and solutions using the Microsoft Power Platform suite and SharePoint) which may include integration with Microsoft applications such as Azure, Microsoft Teams and SQL Server.
- Reviews database design and integration of systems, provides backup recovery and makes recommendations regarding enhancements and/or improvements for MS Power Platform and SharePoint.
- Maintains security and integrity controls. Adheres to TDLR policies, procedures, and standards relating to database management, and monitors transaction activity and utilization.
- Assists in creating documentation, cataloging and maintenance of Data Dictionaries.
- Assists in maintaining data resources, including SharePoint, databases, cloud storage, data sets and data models.
- Provides daily production system support and user support.
- Builds strong relationships with Information Systems and business partners to raise awareness and increase adoption of O365 SharePoint and MS Power Platform.
- Develops, analyzes, and revises system design procedures, program code, test procedures and ensure that all quality, functional, capacity, and security requirements standards are met.
- Coordinates, plans and schedules the training of staff prior to the implementation of technical systems and provides user and technical support during and after the implementation process.
- Identifies, investigates, and resolves production issues.
- May provide direction to others.
- Complies with division and/or agency training as required.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the Agency's core values.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the applications, systems, and the Department.
- Adheres to all Department procedures and personnel policies and performs other related work as assigned and required to maintain Division operations.

Minimum Requirements
Three (3) years of O365 SharePoint administration including design, development, and implementation of O365 SharePoint sites required.

Strongly preferred experience in/with:
- Identifiable training in the administration of O365 SharePoint or related Microsoft Modern Workplace Certification
- Two (2) years of O365 SharePoint administration, configuration, role/permission assignment and documentation (may run concurrently with design, development, and implementation)
- One (1) year of design, development, implementation and maintenance in MS Power Platform Suite
- Development of User Interface standards and design

Preferred experience in/with:
- Training others in the use of O365 SharePoint and MS Power Platform
- Project leadership
- MS Power Platform Suite Site storage management
- Graduation from an accredited college or university with major course work in computer science, computer information systems, or management information systems or related

Experience that is helpful:
- Administering O365 SharePoint in a Microsoft TEAMS environment
- Microsoft Windows C# application development
- Team Foundation Server (TFS) administration or use
- TFS/non-TFS application life cycle tools
- GoAnywhere Managed File Transfer (MFT) administration or use
- Application security vulnerability assessment
- Windows Server operating system permissions
- Working with an Active Directory environment
- GitHub Enterprise use.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 25B Information Technology Specialist, CT Cryptologic Technician, 0671 Data Systems Administrator, 3D0X2 Cyber Systems Operations or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.
Additional Military Crosswalk information can be accessed at:
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

Remarks
The successful candidate will have: Knowledge of limitations and capabilities of computer systems, the techniques used in the design of non-automated systems, information technology equipment, applicable programming languages, computer hardware and software, computer operating systems, writing program code, and automated mapping. Knowledge of standards for User Interface(s). Skill in coordinating and solving problems; in scheduling, testing, installing, documenting, and implementing programs; and, in troubleshooting computer systems. Skill in the use of personal computers and applicable applications.
Ability to manage multiple tasks.; to work with customers to define and document detailed system requirements; and, to analyze systems and procedures. Ability to communicate effectively orally and in writing; to work effectively and cooperatively with all staff; and to write and revise standards and procedures.

Applications may be downloaded from TDLR's website https://www.tdlr.texas.gov/employ.htm.
E-mail or fax applications to: TDLR, Human Resources Office, Austin Texas 78711, Fax (512) 475-3377.
E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**